



United States Department of State

Washington, D.C. 20520

March 13, 2015

**To: Prospective Quoters**

Subject: Request for Quotations number *SSF-500-15-Q-0003 – Consulate General Johannesburg Library Renovation Project*

Enclosed is a Request for Quotations (RFQ) for Library and office renovation project at the U.S. Consulate General, Nr. 1 Sandton Drive, Johannesburg.

The U.S. Consulate General Johannesburg seeks to enter into a contract with qualified, reliable firms with sufficient resources, financing, and work experience for delivering and performing services and providing commodities for the library renovation project.

The scope of work for the project in general comprises:

1. Personnel security clearance
2. The establishment of site and removal thereof on completion
3. Renovation to existing offices to include a TV interview room
4. Commissioning and handover on completion

The Architect and Engineer for this project is Sizatech Consulting Engineers. For further information, contact Mr. Andre Smit at Tel: (012) 361-4373 or 082-871-9620 or at email: [andre@ceenex.com](mailto:andre@ceenex.com)

If you would like to submit a quotation for the listed services in the scope of work, please follow the instructions below.

The U.S. Consulate General Johannesburg would like to invite interested

Building Contractors to a site visit scheduled as follows:

Date: Friday, 20 March 2015

Time: 10:00 AM

Venue: U.S. Consulate General, 1 Sandton Drive, Sandhurst, Johannesburg

Names of personnel visiting, proof of identification, vehicle description, plate numbers, must be provided in advance for security screening and access to site. POC: Monica Nagley, [NagleyM@state.gov](mailto:NagleyM@state.gov) Tel: 011-290-3321

Documents to accompany quotes/tenders:

- Valid original TAX Clearance certificate
- Company profile with previous work related experience and references
- Proof of company registration (CK-1)

Tender documents, fully-priced and signed must be submitted for the project in a sealed envelope marked: ***SSF-500-15-Q-0003, Project: Library Renovations and TV Interview Room, Closing Date: 13 April 2015 at 16:00. For attention: David W. Yadron, Contracting Officer.***

Submissions must be delivered to the Security gate at the U.S. Consulate General, 1 Sandton Drive, Sandhurst, Johannesburg.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Sincerely,

David W. Yadron, Contracting Officer

Enclosure: Scope of Work

## Scope of Work

The Scope of the work in detail is:

- Establishment of site and removal thereof on completion.
- Security clearance on all personnel to execute work on premises.
- Associated clearing, protection, safety and reinstatement on completion.
- Clear and make safe working area and electrical.
- Removal of existing ceiling and light panels for re-use.
- Removal, store and reinstallation of floor tiles.
- Supply and construction of 102 m<sup>2</sup> soundproof drywall 100 mm thickness.
- Supply and installation of aluminium framed glass panels.
- Supply and installation of PVC floor skirting
- Installation of 3 x solid Oak finish doors and frames
- Supply and installation of power skirting, plug points and electrical cabling.
- Painting of walls
- Commission and handover

Work by others:

- Supply and installation of communication cabling (Supplier to be confirmed)
- Re-location of radio control unit. (Supplier to be confirmed)
- Re-installation of furniture (US Consulate General)